

This is a model for a generic evacuation plan from the Town of Chittenden. While not mandatory for every LEMP, municipalities with a high risk of having to evacuate should have an evacuation annex and may use this document (or any other format that suits their planning requirements) as a base. This document contains two template versions: the first is a spontaneous evacuation plan, suitable for conducting an immediate, unplanned evacuation (such as for a HAZMAT spill); the second is a deliberate evacuation plan, suitable for conducting a less time-intensive or more practices plan (such as for a dam bursting or projected flooding). Municipalities may use either (or both). Plans should be tailored for local conditions, resources, and processes, but are often not used as-is - they are frameworks that can be quickly adjusted during an emergency to provide a usable incident action plan for the actual situation. Delete this paragraph in the final version of this document!

Spontaneous Evacuation Plan

1. Determine the hazard area that must be evacuated.
2. Contact the State Watch Officer or State Emergency Operations Center (800-347-0488) to report the evacuation order and issue a VT-Alert message to people in the evacuation zone (plus a buffer area) telling them to evacuate and what area to avoid.
3. Coordinate the evacuation of any vulnerable populations (such as a nursing home) and responders (including the Emergency Operations Center, if necessary) within the evacuation zone.
4. Coordinate traffic control to prevent people from reentering the evacuation zone.

Deliberate Evacuation Plan

1. Initiation

- a. Get briefing from Incident Commander

2. Activation

- a. Activate EOC in a safe location
- b. Notify State Watch Officer or State Emergency Operations Center (800-347-0488) to provide situational report
- c. Consider Disaster Declaration
- d. Notify EOC Response Team-EMC, PIO, Town Health Officer, 911 Coordinator, Road Commissioner or designee, Select board rep, law enforcement, fire department, other_____
- e. Organize ICS

3. Develop plan to address evacuation needs

- a. What area is at risk?

- b. Where are the vulnerable populations?
- c. What critical infrastructure will be affected-bridges, roads, town buildings, transfer station, local store, gas station etc.?
- d. Are there Haz Mat facilities?
- e. What is the evacuation route(s)?

4. Notification

- a. Activate early warning siren, if available
- b. Develop press release-where to go, what to bring, assembly point
- c. Contact receiving neighboring towns/locations, if local consider sending resources there to help coordinate
- d. Issue communications-VT Alert, radio, TV, NWS

5. Resources-based on local support functions

- a. Transportation-school buses, ATVs, Pickup trucks
- b. Communication-designate PIO to monitor messages and social media
- c. Public Works-safety cones, road closed signs, sandbags, highway equipment
- d. Firefighting-IC liaison
- e. Emergency Management-local, regional, state, federal resource coordination, FEMA damage assessment-take lots of pictures if can be done safely
- f. Mass Care, Food, Water-activate shelter management team, notify SEOC to contact ARC
- g. Health and Medical-coordinate with local rescue and town health officer
- h. Search and Rescue-coordinate resources and share 911 data info with fire department
- i. Haz Mat-remind fire department of Tier 2 reporting facilities
- j. Agriculture/Natural Resources-contact local animal rescue team
- k. Energy-work with Green Mountain Power, consider bringing in cell tower on wheels, consider fuel availability
- l. Law enforcement-area security and traffic control
- m. Public Information-set up help line for families to seek family info, coordinate press conferences with IC, maintain regular communication, post info where it can be seen

6. Begin Recovery Planning